

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: Project Architect - Project Manager
LOCATION: San Francisco or Sacramento, CA
JOB REQUISITION: 2355

DEPARTMENT STATEMENT

THIS POSITION WILL BE LOCATED IN EITHER SAN FRANCISCO OR SACRAMENTO.

Under direction, the Project Manager performs architectural project planning and management of project design and construction for judicial branch facilities.

RESPONSIBILITIES

- Manage the coordination and preparation of architectural design work, including developing programs requirements, procurement of consulting architects and engineers, preparation of functional and space programs for building projects, production of plan layouts, schematic, preliminary plans, working drawings, specifications, and cost estimates, and associated project approvals within and outside the judicial branch;
- Manage the preparation of feasibility studies and reports;
- Manage the conduct of field investigations to obtain data, measurements and information needed to draft or design details for alteration or new construction projects;
- Provide information or instructions regarding unique features of particular projects, code requirements, or architectural standards;
- Prepare reports, project status schedules, and architectural design cost estimates for budget purposes;
- Manage the review of plans and specification prepared by contract architects to determine compliance with program requirements and architectural standards;
- Prepare and oversee the preparation of sketches and preliminary drawings for new facilities and alterations to existing facilities;
- Prepare and maintain architectural standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation; and
- Conduct research and makes reports on architectural systems, equipment, and installation methods and their costs.

QUALIFICATIONS

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, or other appropriate discipline. Three years of professional architectural experience as a project manager in charge of design and construction work (preferably related to institutional or commercial buildings) including direction, planning, and design. The required experience needs to include at least one year, or responsibility for a minimum of one significant assignment, that demonstrates ability to develop and implement a programmatic system for organizational management of design and construction projects.

Possession of a directly related postgraduate degree may substitute for one year of the required experience.

Must be available to work occasional evening and weekend hours and travel statewide as necessary.

DESIRABLE QUALIFICATIONS

The successful candidate will have:

Ability to:

- Provide technical review and advice tactfully and effectively;
- Provide sustained attention to complex plans and specifications and edit the work of others;
- Write clear, concise reports and technical descriptions;
- Plan, manage, and deliver multiple projects;
- Organize own work, set priorities, and meet critical deadlines;
- Establish and maintain effective working relationships;
- Evaluate the work of consultants, contractors, and others;
- Employ computer applications to collect, analyze and communicate information; and
- Use tact and discretion in dealing with those contacted in the course of the work.

Demonstrated knowledge of:

- Principles and standard practices of architecture; state and local codes pertaining to judicial branch facilities; and
- The relationship of architectural design to the other engineering features of buildings, including cost and operation comparisons.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, the position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (architect/engineer)", and search for Job Req. #2355, Project Architect – Project Manager.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$6,741 -\$8,192 per month San Francisco
(Starting salary may vary between \$6,741 and \$7,415 per month)

\$6,395 -\$7,772 per month Sacramento
Starting salary may vary between \$6,395 and \$7,035 per month)

Some highlights of our benefits package include:

-Health/Dental/Vision benefits program

- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.